

HEALTH AND PHYSICAL READINESS SOFTWARE APPLICATION

Tutorial

18 April 2000

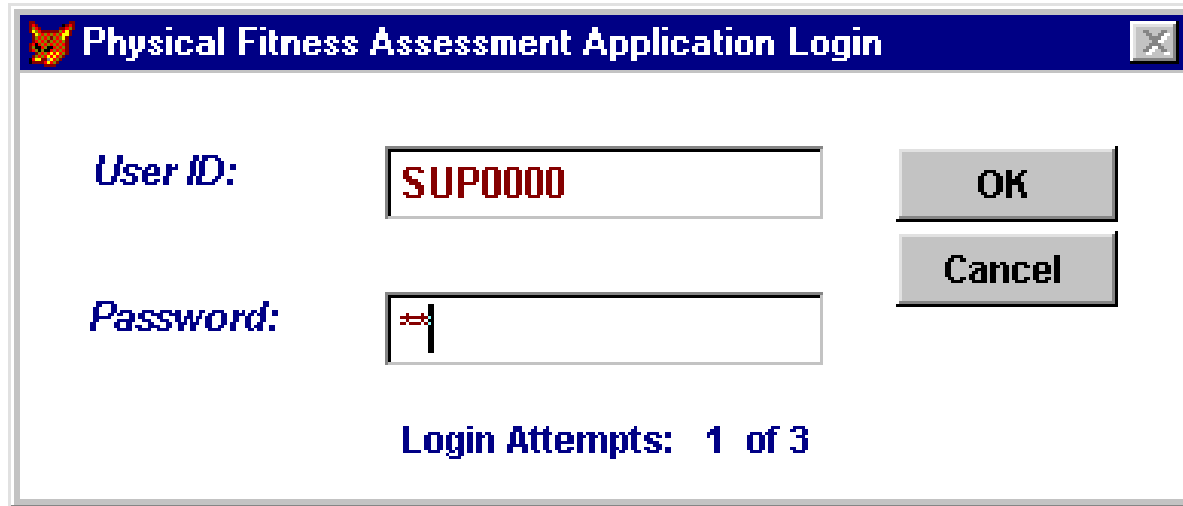
HAPR Application

- Description of software
 - PC-based, networked or standalone
 - Distributable to CFL's via the Internet, on CD or floppy diskette

HAPR Application

- Data collection keyed to cycle events
 - Collect personnel data
 - Establish dates for events
 - Obtain member risk assessments
 - Refer to medical where necessary
 - Body composition measurements
 - Conduct PRT
 - Produce reports and export data

HAPR Application - Login



The image shows a Windows-style dialog box titled "Physical Fitness Assessment Application Login". It features a blue title bar with a small icon on the left and a close button on the right. The main area is white and contains two input fields. The first field is labeled "User ID:" in blue italicized text and contains the text "SUP0000" in red. The second field is labeled "Password:" in blue italicized text and contains a single red character. To the right of the input fields are two buttons: "OK" and "Cancel". At the bottom of the dialog, it says "Login Attempts: 1 of 3".

Physical Fitness Assessment Application Login

User ID: SUP0000

Password: [Redacted]

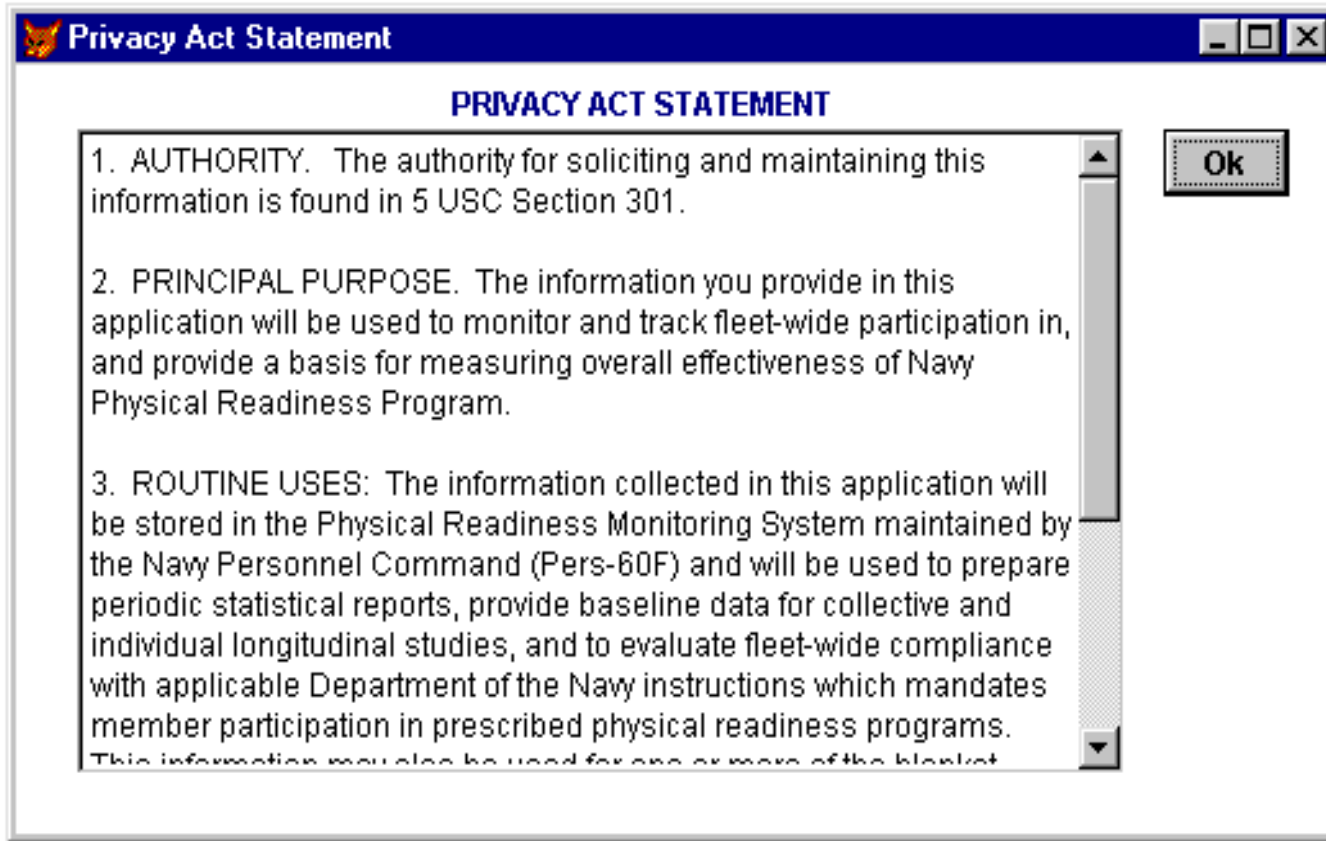
OK

Cancel

Login Attempts: 1 of 3

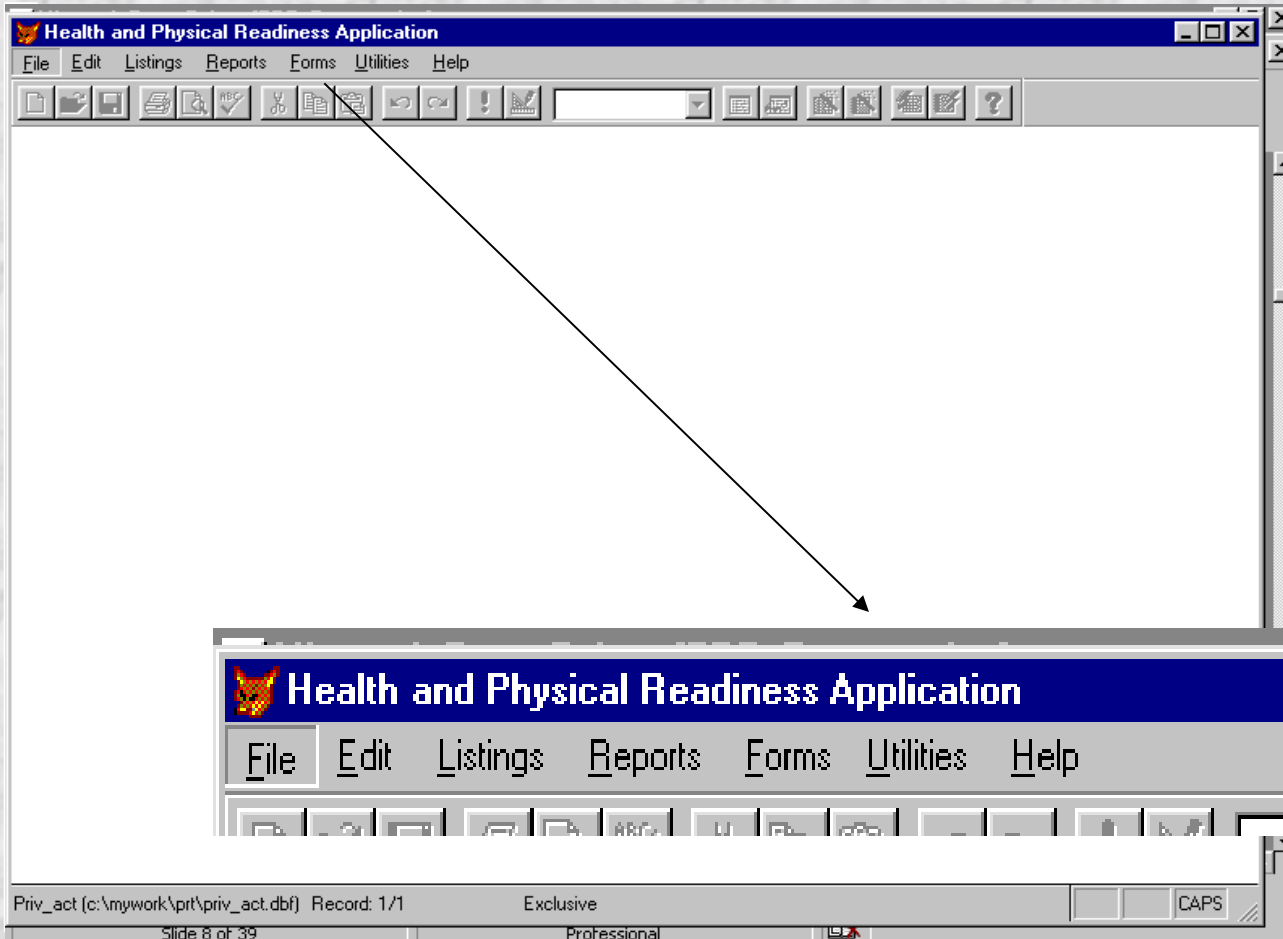
This is the login screen. The default userid is shown. The default password is 00 (zero-zero). You should establish yourself as a user. This will be demonstrated later

HAPR Application - Privacy Act Statement Acknowledgement



Privacy Act Statement. Click on Ok to continue.

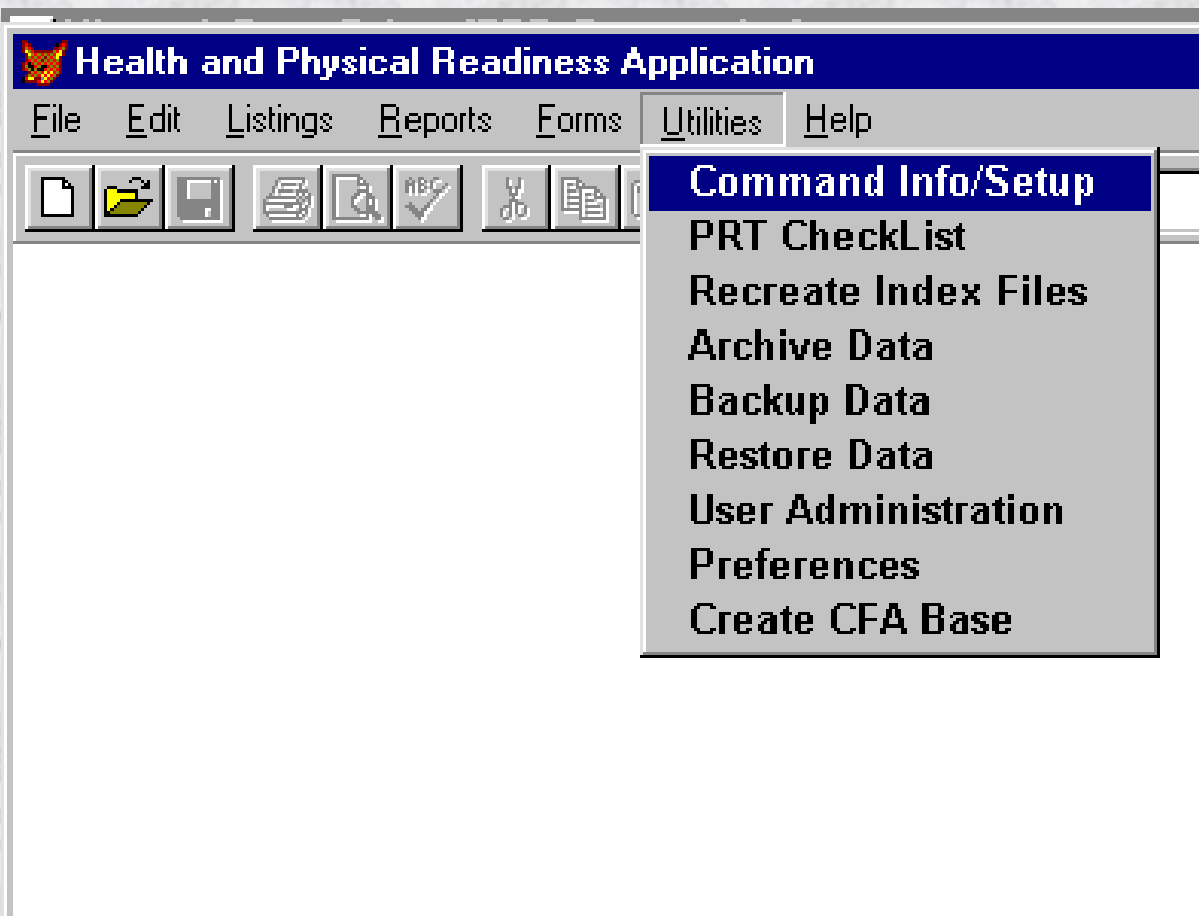
HAPR Main Menu



This is the HAPR Main Menu.

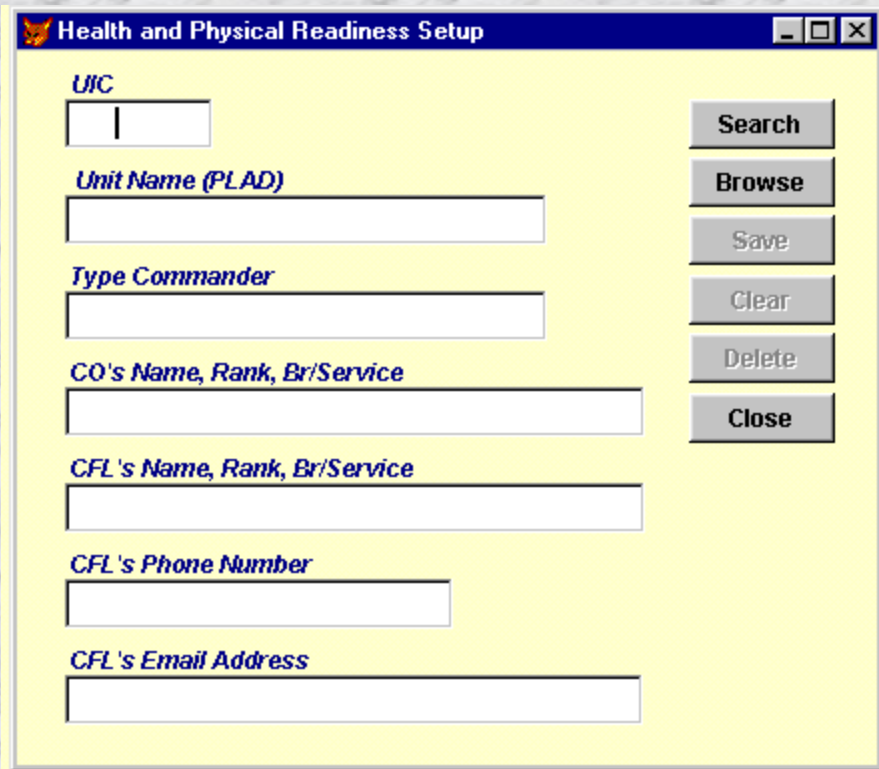
Magnified view

HAPR Utilities - Command Info



The first step - setup command info. Access to setup is through the Utilities menu. Highlight Command Info/Setup and press Enter or click on the menu item.

HAPR Command Info



Health and Physical Readiness Setup

UIC

Unit Name (PLAD)

Type Commander

CO's Name, Rank, Br/Service

CFL's Name, Rank, Br/Service

CFL's Phone Number

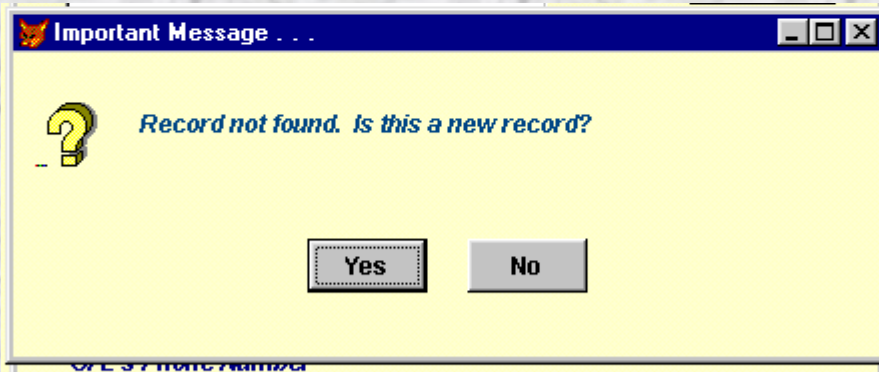
CFL's Email Address

Search
Browse
Save
Clear
Delete
Close

Enter your command's UIC.
Tab to Search.
Press Enter.

The system will search for
an existing record matching
the entered UIC.

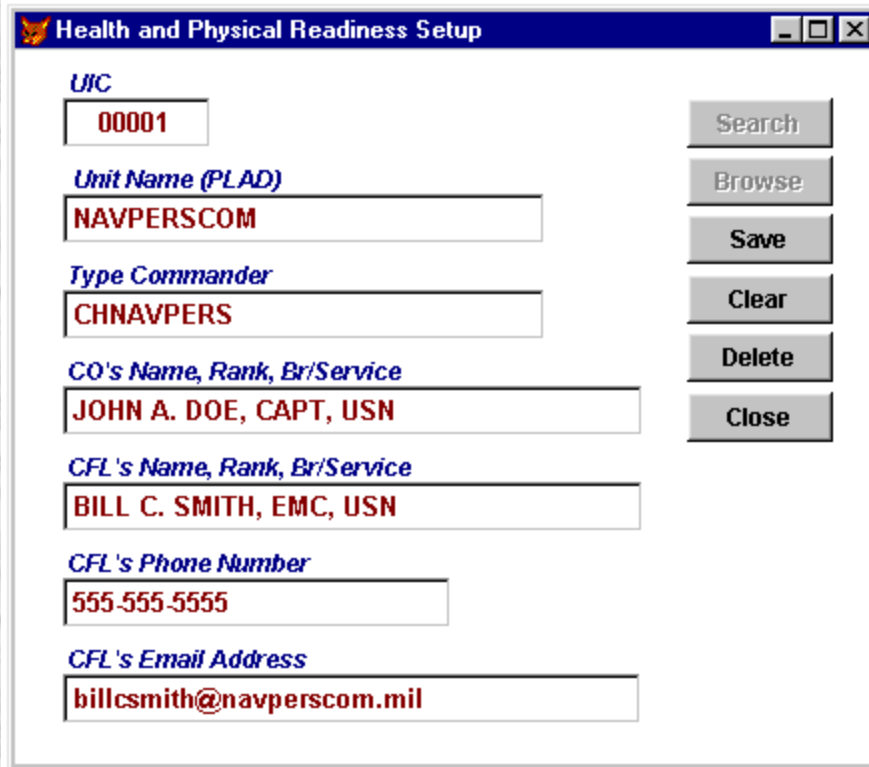
HAPR - Record Not Found



This message is displayed because the UIC you entered was not found. For the initial input, this is the normal message. Press ENTER or click on 'Yes' to acknowledge the message.

This message is typical throughout the HAPR application. Anytime a record is not found to match the data entered, this message will be displayed. You must respond 'Yes' to add a new record.

HAPR - Command Info



The screenshot shows a window titled "Health and Physical Readiness Setup" with a blue header bar. The window contains several text input fields and a vertical column of buttons on the right. The data entered in the fields is as follows:

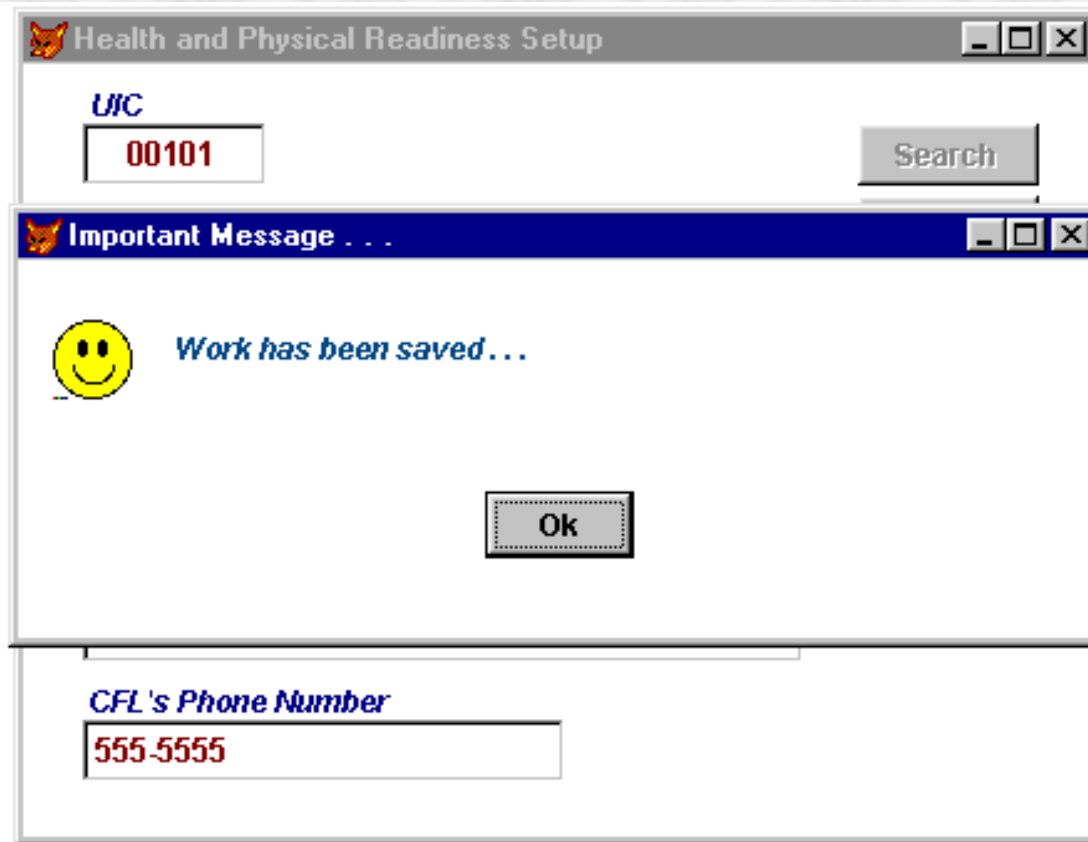
Field Label	Entered Data
UIC	00001
Unit Name (PLAD)	NAVPERSCOM
Type Commander	CHNAVPERS
CO's Name, Rank, Br/Service	JOHN A. DOE, CAPT, USN
CFL's Name, Rank, Br/Service	BILL C. SMITH, EMC, USN
CFL's Phone Number	555-555-5555
CFL's Email Address	billcsmith@navperscom.mil

The buttons on the right, from top to bottom, are: Search, Browse, Save, Clear, Delete, and Close.

This is a sample of a completed Command File form. The data here will be used throughout the application and will save keystrokes later.

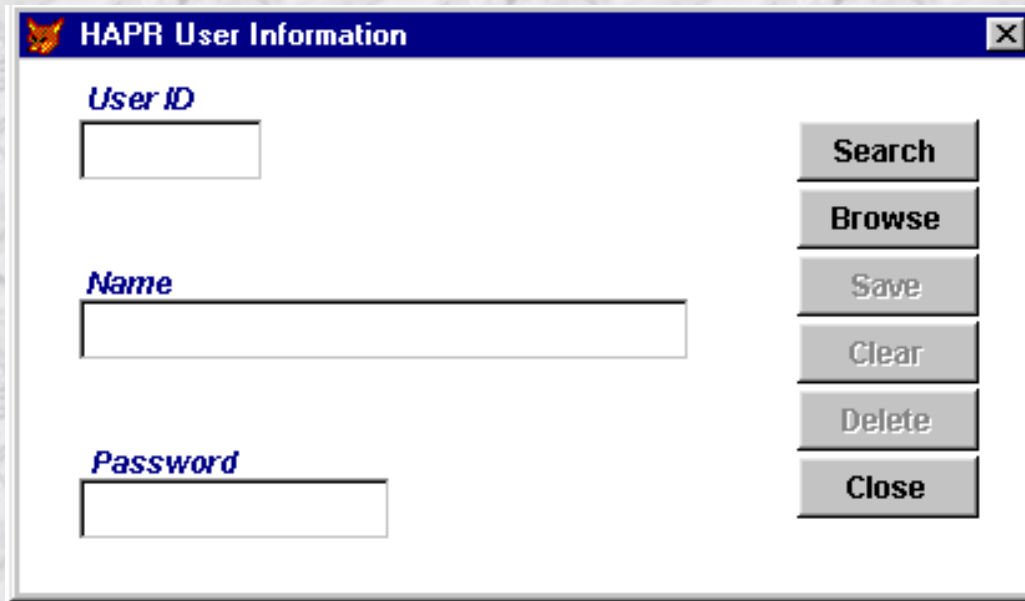
After entering data in all blocks, click on Save. If you click on Close, the record will not be saved.

HAPR Save Notification



Result of clicking on save. This is standard message returned when work has been saved.

HAPR User Administration

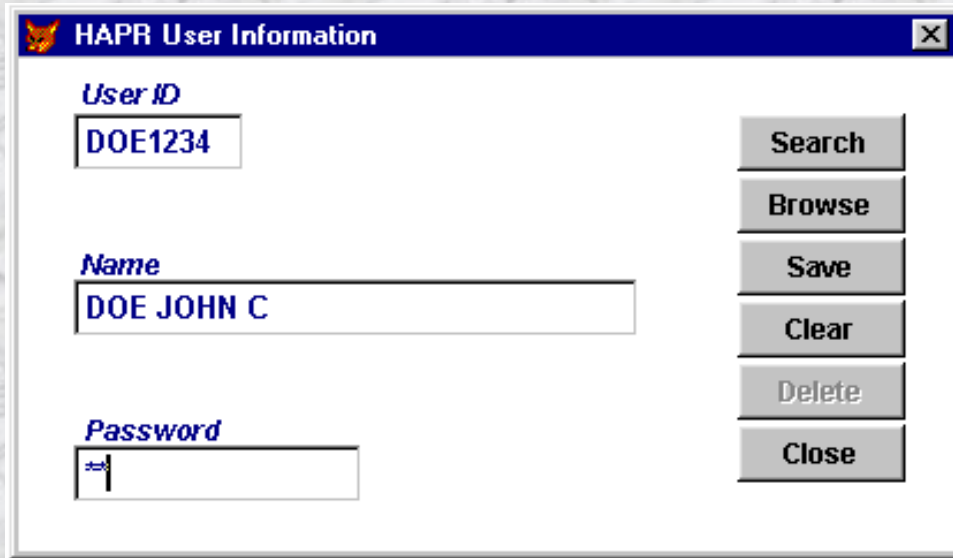


The screenshot shows a window titled "HAPR User Information" with a close button (X) in the top right corner. Inside the window, there are three input fields on the left, each with a label above it: "User ID" (a small rectangular box), "Name" (a long horizontal box), and "Password" (a rectangular box). To the right of these input fields is a vertical column of six buttons: "Search", "Browse", "Save", "Clear", "Delete", and "Close".

The next setup item is to establish users. You should establish your account and then delete the default userid.

Enter your userid. The userid consists of the first 3 characters of your last name and the last 4 numerals of your SSN. After entering your userid, click on Search.

HAPR - User Info

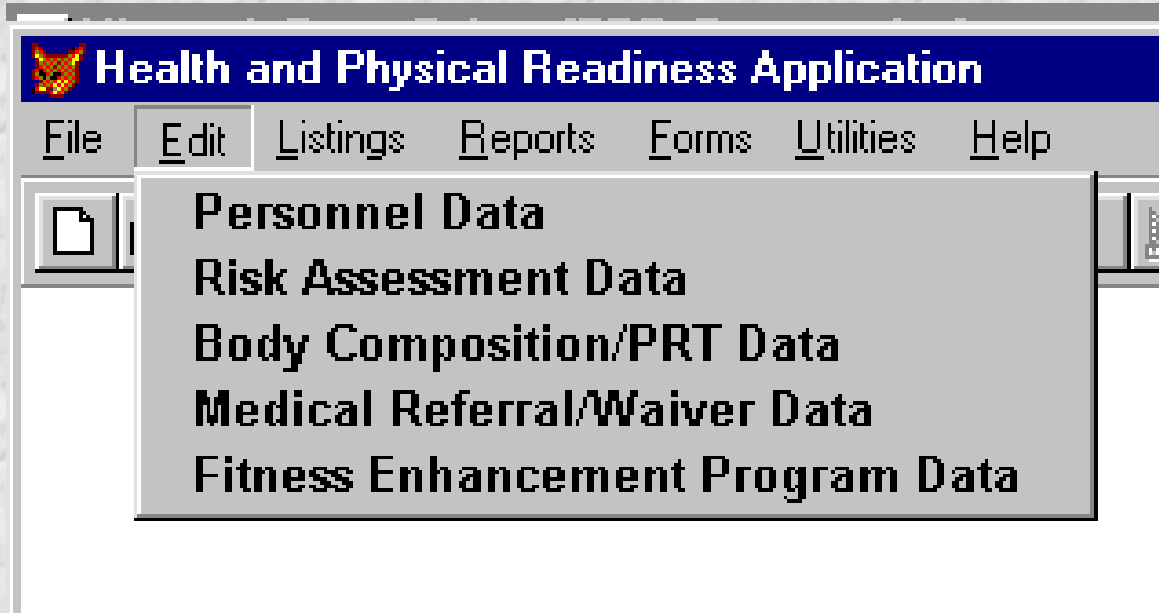


The screenshot shows a window titled "HAPR User Information" with a close button (X) in the top right corner. The window contains three input fields on the left and a vertical stack of six buttons on the right. The first input field is labeled "User ID" and contains the text "DOE1234". The second input field is labeled "Name" and contains the text "DOE JOHN C". The third input field is labeled "Password" and contains a single character, possibly a number. The buttons on the right are labeled "Search", "Browse", "Save", "Clear", "Delete", and "Close".

User information screen filled out. After entering info, ensure that you save your work.

Keep the password simple, 2-3 numbers recommended.

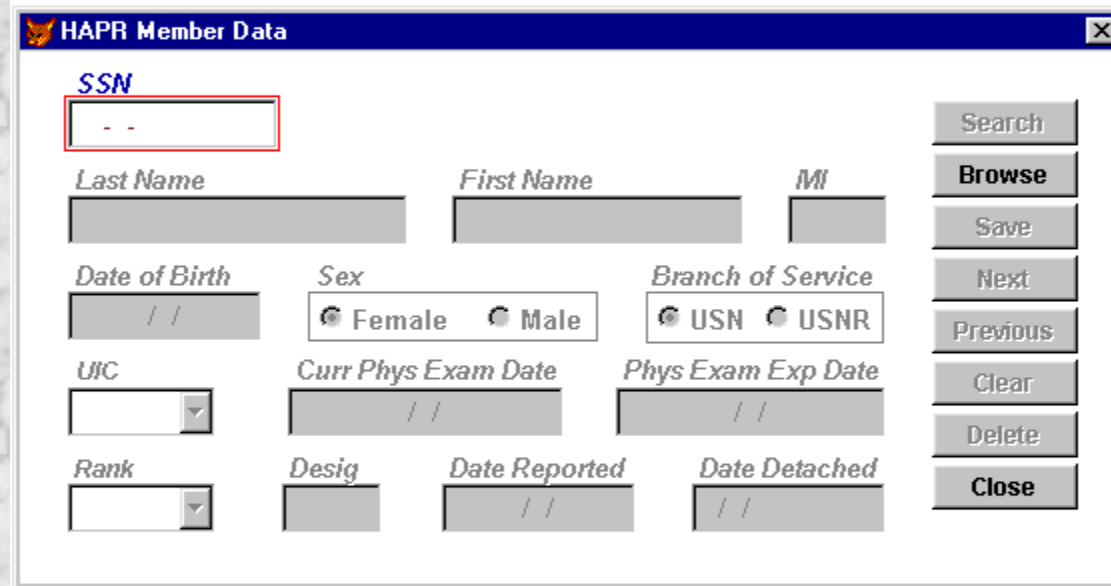
HAPR Application - Edit



Setup is now complete.

You are ready to enter data. This is the Edit menu. Personnel data needs to be entered first.

HAPR - Personnel Data



The screenshot shows a software window titled "HAPR Member Data". The form contains the following fields and controls:

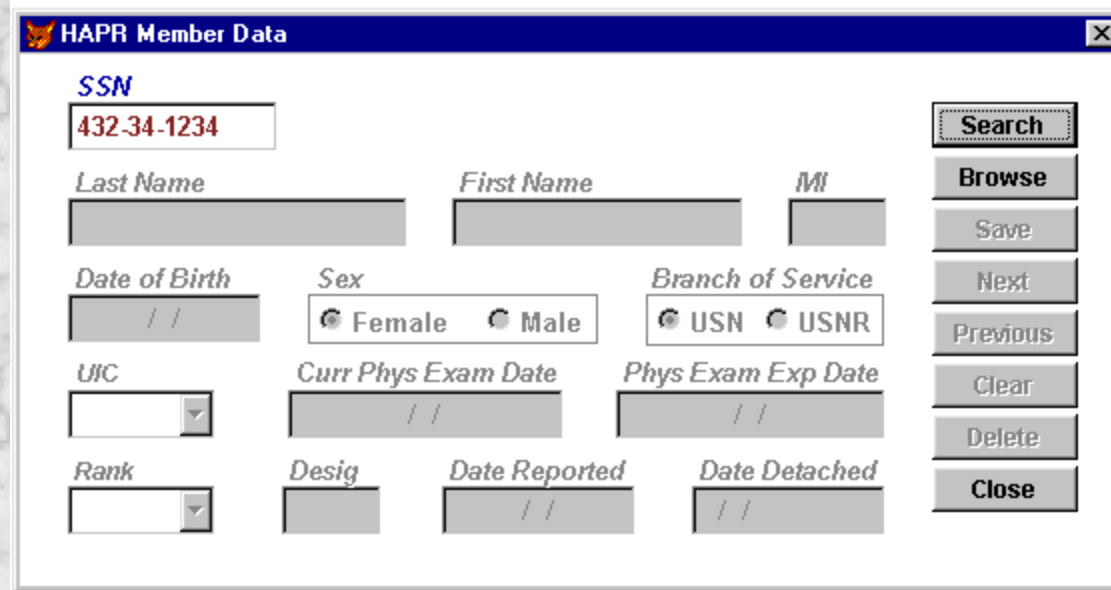
- SSN**: A text field with a red border and two dashes "--".
- Last Name**: A text field.
- First Name**: A text field.
- MI**: A text field.
- Date of Birth**: A text field with two slashes "//".
- Sex**: Radio buttons for ☒ Female and ☐ Male.
- Branch of Service**: Radio buttons for ☒ USN and ☐ USNR.
- UIC**: A dropdown menu.
- Curr Phys Exam Date**: A text field with two slashes "//".
- Phys Exam Exp Date**: A text field with two slashes "//".
- Rank**: A dropdown menu.
- Desig**: A text field.
- Date Reported**: A text field with two slashes "//".
- Date Detached**: A text field with two slashes "//".

On the right side of the form, there is a vertical stack of buttons: Search, Browse, Save, Next, Previous, Clear, Delete, and Close.

This is the Personnel data screen. All members assigned to the UIC which was established in Setup must be entered here.

There are 2 methods to input personnel data: (1) manually, as is done here or (2) import. Import is under the File menu. Note that Import is not available for the initial input of data.

HAPR - Personnel Data



The screenshot shows a web-based form titled "HAPR Member Data". The form contains several input fields and a vertical column of buttons on the right. The fields are organized as follows:

- SSN:** A text box containing "432-34-1234".
- Last Name:** A text box.
- First Name:** A text box.
- MI:** A text box.
- Date of Birth:** A text box with two slashes (//).
- Sex:** Two radio buttons labeled "Female" and "Male".
- Branch of Service:** Two radio buttons labeled "USN" and "USNR".
- UIC:** A dropdown menu.
- Curr Phys Exam Date:** A text box with two slashes (//).
- Phys Exam Exp Date:** A text box with two slashes (//).
- Rank:** A dropdown menu.
- Desig:** A text box.
- Date Reported:** A text box with two slashes (//).
- Date Detached:** A text box with two slashes (//).

On the right side of the form, there is a vertical stack of buttons: "Search", "Browse", "Save", "Next", "Previous", "Clear", "Delete", and "Close".

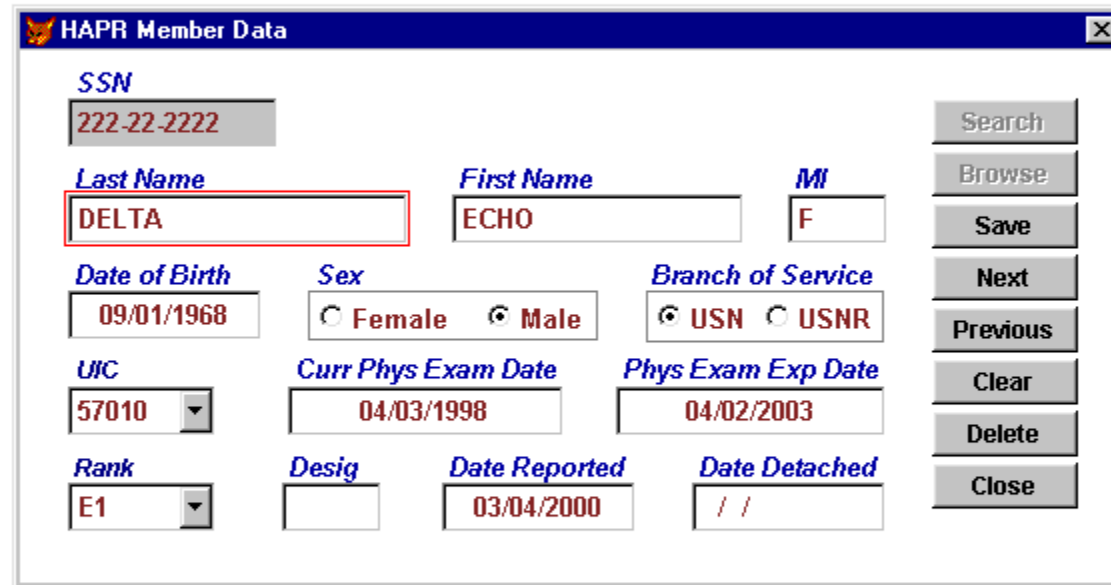
The Personnel Data screen with SSN entered. The next step is to click on Search.

Name	SSN	Rank	UIC	Sex
CHARLIE ALPHA B	111111111	E1	57010	M
DELTA ECHO F	222222222	E1	57010	M

Edit Highlighted Record
Close

To edit existing records, an easier way to find a record is to click on Browse. This is an example of a Browse window. To retrieve a record for editing, click on the row containing the desired record, then click on “Edit Highlighted Record”

HAPR - Personnel Data



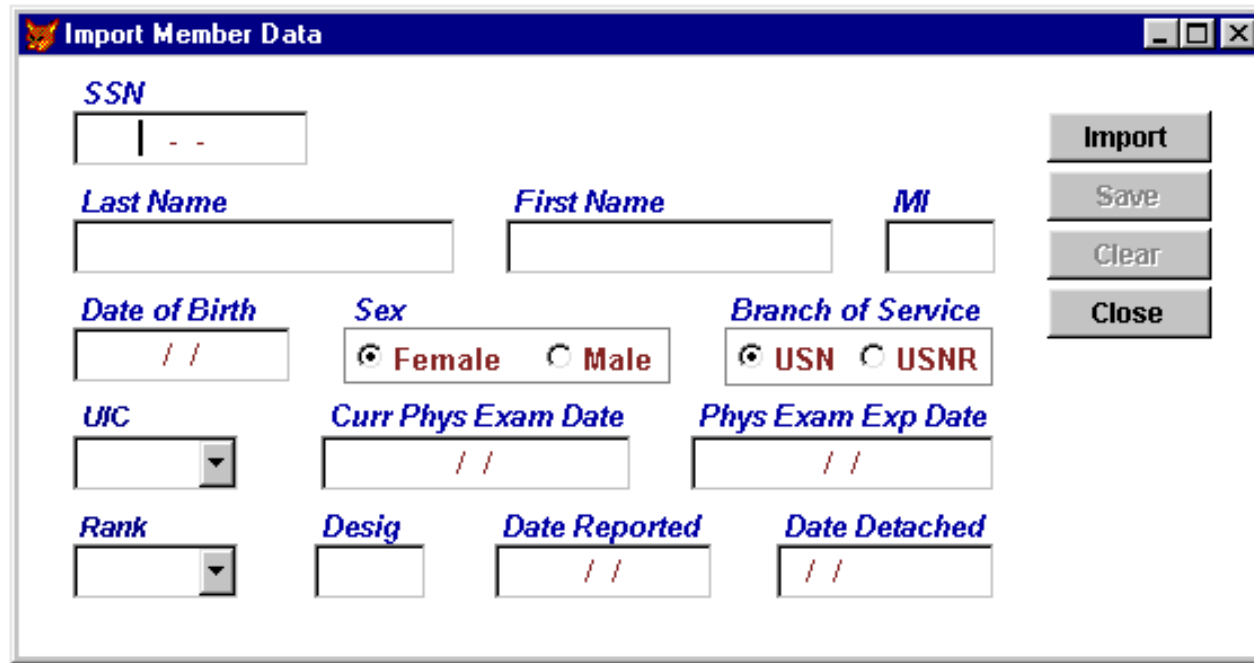
The screenshot shows a web-based form titled "HAPR Member Data". The form contains several input fields with labels in blue text. The "Last Name" field, containing "DELTA", is highlighted with a red border. To the right of the form is a vertical column of buttons: Search, Browse, Save, Next, Previous, Clear, Delete, and Close. The form fields are as follows:

SSN	Last Name	First Name	MI	Date of Birth	Sex	Branch of Service	UIC	Curr Phys Exam Date	Phys Exam Exp Date	Rank	Desig	Date Reported	Date Detached
222-22-2222	DELTA	ECHO	F	09/01/1968	<input type="radio"/> Female <input checked="" type="radio"/> Male	<input checked="" type="radio"/> USN <input type="radio"/> USNR	57010	04/03/1998	04/02/2003	E1		03/04/2000	//

Here is the Personnel Data screen filled out. Most items are required to be input.

The Phys Exam Exp Date is a calculated field. For members 50 years, the date is 5 years from the Phys Exam Date. For 50-60, 2 years; over 60, it's 1 year. You may change the expiration date if required.

HAPR - Import Personnel Data



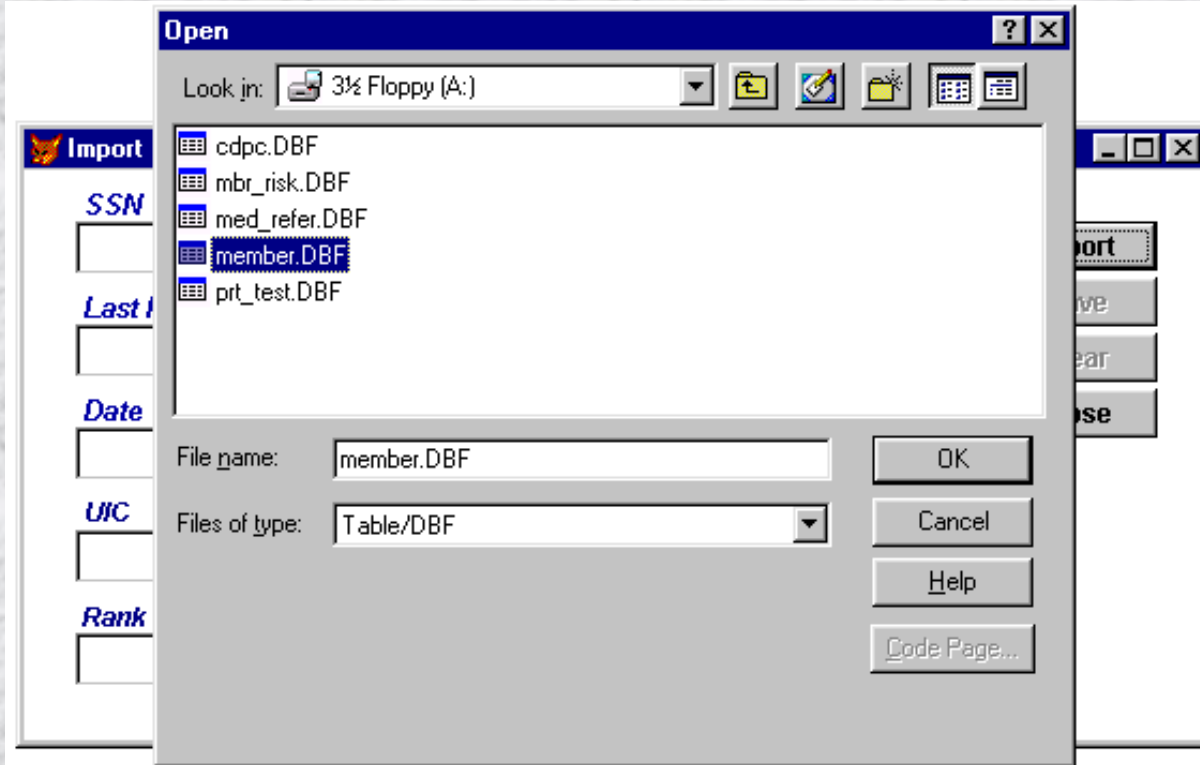
The screenshot shows a window titled "Import Member Data" with a blue header bar. The window contains several input fields and buttons. On the right side, there are four buttons: "Import", "Save", "Clear", and "Close". The input fields are arranged in a grid-like fashion:

- SSN**: A text box with a vertical line and two dashes.
- Last Name**: A text box.
- First Name**: A text box.
- MI**: A text box.
- Date of Birth**: A text box with two slashes.
- Sex**: Two radio buttons labeled "Female" and "Male".
- Branch of Service**: Two radio buttons labeled "USN" and "USNR".
- UIC**: A text box with a dropdown arrow.
- Curr Phys Exam Date**: A text box with two slashes.
- Phys Exam Exp Date**: A text box with two slashes.
- Rank**: A text box with a dropdown arrow.
- Desig**: A text box.
- Date Reported**: A text box with two slashes.
- Date Detached**: A text box with two slashes.

Another way to get data into the Personnel File is to import it. Import is available under the File menu.

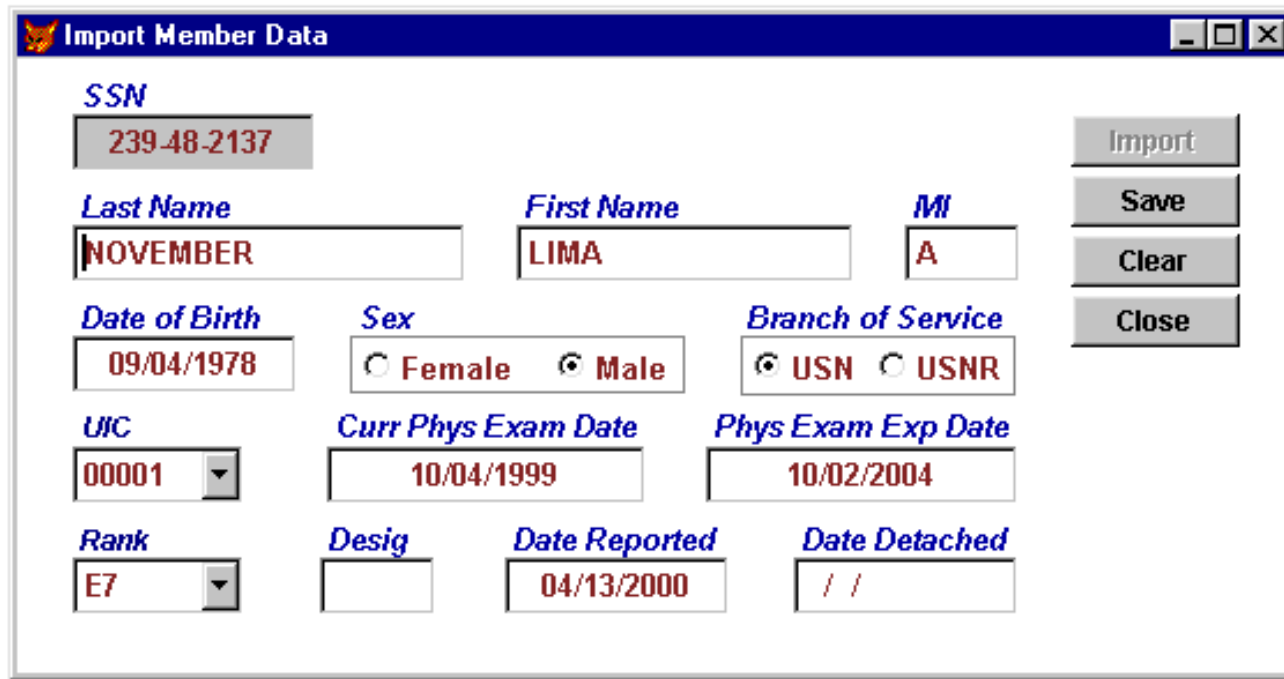
Import is only available if member brings a floppy from previous duty station.

HAPR - Import Personnel Data



Results of clicking on import. Files contained on floppy provided on detachment are shown. Personnel data information is contained in member.dbf

HAPR - Import Personnel Data



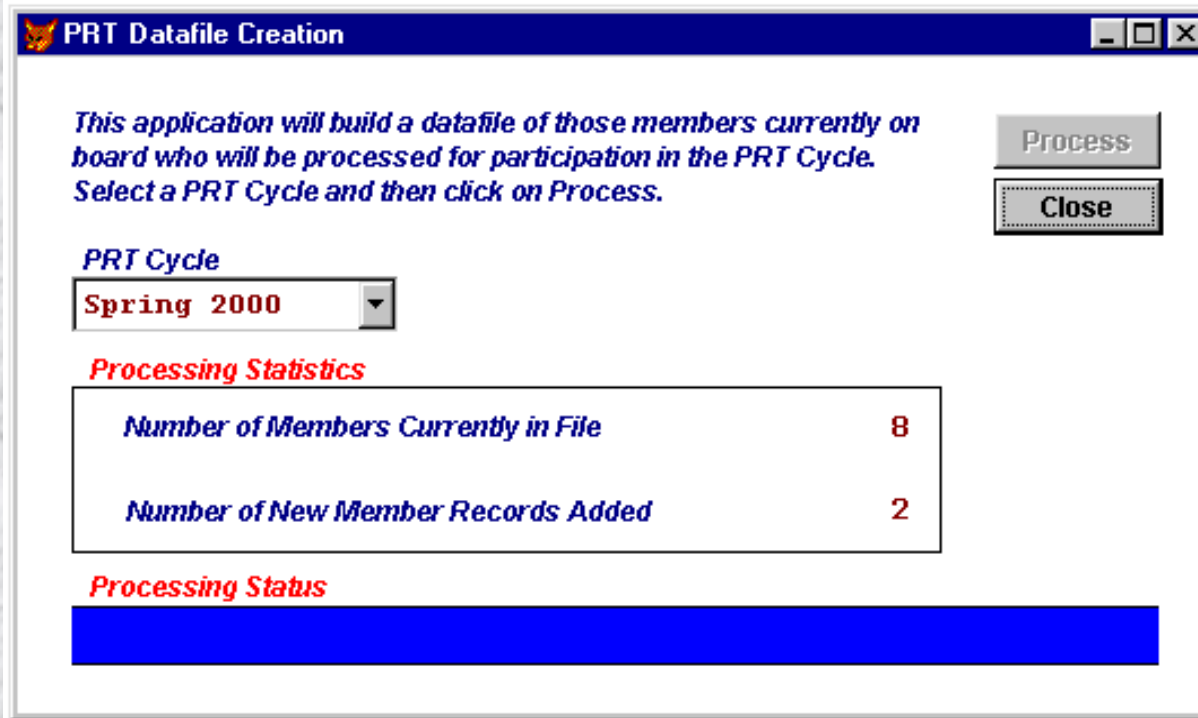
The screenshot shows a window titled "Import Member Data" with a blue header bar. The form contains the following fields and controls:

- SSN**: Text box containing "239-48-2137".
- Last Name**: Text box containing "NOVEMBER".
- First Name**: Text box containing "LIMA".
- MI**: Text box containing "A".
- Date of Birth**: Text box containing "09/04/1978".
- Sex**: Radio buttons for "Female" (unselected) and "Male" (selected).
- Branch of Service**: Radio buttons for "USN" (selected) and "USNR" (unselected).
- UIC**: Text box containing "00001" with a dropdown arrow.
- Curr Phys Exam Date**: Text box containing "10/04/1999".
- Phys Exam Exp Date**: Text box containing "10/02/2004".
- Rank**: Text box containing "E7" with a dropdown arrow.
- Desig**: Empty text box.
- Date Reported**: Text box containing "04/13/2000".
- Date Detached**: Text box containing "//".

On the right side of the form, there are four buttons: "Import", "Save", "Clear", and "Close".

Results of clicking on Ok on previous slide. Data may be modified as necessary.

HAPR - Building the PRT Base



The screenshot shows a window titled "PRT Datafile Creation" with a blue title bar. Inside the window, there is instructional text: "This application will build a datafile of those members currently on board who will be processed for participation in the PRT Cycle. Select a PRT Cycle and then click on Process." To the right of this text are "Process" and "Close" buttons. Below the text is a "PRT Cycle" label and a dropdown menu showing "Spring 2000". Underneath is a section titled "Processing Statistics" containing a table with two rows: "Number of Members Currently in File" with a value of 8, and "Number of New Member Records Added" with a value of 2. At the bottom is a section titled "Processing Status" followed by a solid blue horizontal bar.

Processing Statistics	
Number of Members Currently in File	8
Number of New Member Records Added	2

Processing Status

Now that Personnel data has been entered, members on board can be placed in the PRT file for the upcoming cycle. All members currently on board will be added.

Records can be manually built by using the Body Comp/PRT menu item.

HAPR - Importing Risk Assessment

Import Risk Assessment Questionnaire

Member's SSN PRT Cycle Member's Name

Coronary Artery Disease Risk Factors **Signs and Symptoms**

Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?	<input type="radio"/> Yes <input type="radio"/> No
Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?	<input type="radio"/> Yes <input type="radio"/> No
Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45)?	<input type="radio"/> Yes <input type="radio"/> No
Are you a current tobacco user?	<input type="radio"/> Yes <input type="radio"/> No
Do you have high blood pressure or are you on blood pressure medication?	<input type="radio"/> Yes <input type="radio"/> No
Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?	<input type="radio"/> Yes <input type="radio"/> No
Do you have diabetes?	<input type="radio"/> Yes <input type="radio"/> No
Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?	<input type="radio"/> Yes <input type="radio"/> No

Date Questionnaire Completed ☐ Member Cleared to Participate in PRT

Buttons: Import, Save, Clear, Print SF600, Close

When the member has completed the Risk Assessment Questionnaire you must import the record.

Place the floppy containing the member's risk assessment questionnaire in drive A, and press Import.

HAPR - Import Risk Assessment

Import Risk Assessment Questionnaire

Member's SSN **PRT Cycle** **Member's Name**

Coronary Artery Disease Risk Factors **Signs and Symptoms**

Are you a male > 40 with consistent aerobic exercise?

Has your mother or father suffered from a heart disease?

Has your father or mother suffered from a heart disease?

Are you a current tobacco user?


Do you have high blood pressure?

Has a doctor ever told you to take cholesterol medication?

Do you have diabetes? ☐ Yes ☐ No

Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)? ☐ Yes ☐ No

Important Message . . .

 Insert the floppy provided by the member in Drive A, then click on Ok.

Ok

Import **Save** **Clear** **Print SF6** **Close**

Insert the floppy provided by the member. The floppy contains the risk assessment response.

HAPR - Import Risk Assessment

Risk Assessment Questionnaire

Member's SSN

Coronary A

you a male > 40
sistent aerobic e:

your mother or s
ered from a hear

your father or br
ered from a hear

you a current to

you have high blo

a doctor ever tol
esterol medication

you have diabete:

you sedentary (c

Open

Look in: 3½ Floppy (A:)

mbr_risk.txt

File name: mbr_risk.txt

Files of type: File

OK

Cancel

Help

Code Page...

Import

Save

Clear

Print SF600

Close

Questionnaire Completed

Member's SSN

Select the file containing risk assessment info. Then click Ok.

HAPR - Risk Assessment

Member's Risk Assessment Questionnaire

Member's SSN **PRT Cycle** **Member's Name**

Coronary Artery Disease Risk Factors **Signs and Symptoms**

Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?	<input type="radio"/> Yes <input type="radio"/> No
Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?	<input type="radio"/> Yes <input type="radio"/> No
Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45)?	<input type="radio"/> Yes <input type="radio"/> No
Are you a current tobacco user?	<input type="radio"/> Yes <input type="radio"/> No
Do you have high blood pressure or are you on blood pressure medication?	<input type="radio"/> Yes <input type="radio"/> No
Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?	<input type="radio"/> Yes <input type="radio"/> No
Do you have diabetes?	<input type="radio"/> Yes <input type="radio"/> No
Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?	<input type="radio"/> Yes <input type="radio"/> No

Date Questionnaire Completed ☐ **Member Cleared to Participate in PRT**

Search **Browse** **Save** **Clear** **Delete** **Print SF600** **Close**

You must review member's risk assessment. If Ok, check 'Cleared' box at bottom of form.

If member responded 'Yes', the SF600 can be printed from this screen.

HAPR - Medical Waiver

PRT Application - Medical Referral/Waiver

SSN	Date of Waiver	Name
334-88-8888	03/04/2000	BAKER CHARLIE D

Medical Recommendation

☒ Cleared for participation in fitness enhancement program

☐ Referred for appropriate medical consultation or rehab

☐ Provided return appointment to medical facility

☐ Recommended for appropriate rehabilitability program

Waivers

Based on medical exam, member is exempt from participation in the events checked below:

<input checked="" type="checkbox"/> PRT Sit - Reach	<input checked="" type="checkbox"/> PRT Run/Walk
<input checked="" type="checkbox"/> PRT Curlups	<input checked="" type="checkbox"/> PRT Swim
<input checked="" type="checkbox"/> PRT Pushups	<input checked="" type="checkbox"/> Fitness Enhancement Program
<input checked="" type="checkbox"/> Body Composition Measurements	

Expiration Date of Waiver 05/05/2000

Search
Browse
Browse Personnel File
Save
Next
Previous
Clear
Delete
Close

Results of SF600 submission are entered here when member is given a medical waiver.

HAPR- Body Comp/PRT Data

PRT Application - Member Data

SSN PRT Cycle Name

Body Fat/Phys Info PRT Results

Weight

Height ☐ Height/Weight Within Specification

Body Fat Computation

Neck Abdomen

Hip Natural Waist

Body Fat Composition Date B/F Calculated

Body comp and PRT test data is input on this screen.

HAPR - Using Browse Function

PRT Application - Member Data

SSN PRT Cycle Name Search

Browse Member File

Name	SSN	Date of Birth	Date of Ph
CHARLIE ALPHA B	001000001	09/04/1978	10/04/1999
HOTEL LIMA M	006000006	09/04/1978	10/04/1999
WHISKEY NOVEMBER T	112112112	09/04/1978	10/04/1999
YANKEE VICTOR X	117438388	09/04/1978	10/04/1999
YANKEE VICTOR X	231423422	09/04/1978	10/04/1999
ZULU BRAVO A	238488239	09/04/1978	10/04/1999
MIKE KILO P	328954231	09/04/1978	10/04/1999
BAKER CHARLIE D	334888888	08/22/1978	12/02/1999
FOXTROT GOLF M	456789012	08/23/1970	03/02/2000

Retrieve Highlighted Record

Close

Browsing the member file. You can manually place a member in the PRT test file from this screen.

HAPR - Body Comp Data

The screenshot shows a software window titled "PRT Application - Member Data". At the top, there are three input fields: "SSN" with the value "001-00-0001", "PRT Cycle" with the value "Spring 2000", and "Name" with the value "CHARLIE ALPHA B". To the right of these fields is a vertical stack of buttons: "Search", "Browse PRT File", "Browse Personnel File", "Save", "Clear", "Next Record", "Prev Record", "Delete", and "Close".

The main area of the form is divided into two tabs: "Body Fat/Phys Info" (which is active) and "PRT Results". Under the "Body Fat/Phys Info" tab, there are input fields for "Weight" (160) and "Height" (64.0). A "Check Height/Weight" button is located next to the weight field. Below these, there is a checkbox labeled "Height/Weight Within Specification" which is checked. A red-bordered box titled "Body Fat Computation" contains several input fields: "Neck" (0.0), "Abdomen" (0.0), "Hip" (0.0), and "Natural Waist" (0.0). A "Calculate" button is positioned to the right of the "Natural Waist" field. At the bottom of this box, there are two more fields: "Body Fat Composition" (0) and "Date B/F Calculated" (04/05/2000).

Height, weight and body composition data is entered on the first tab of this form.

The Body Composition Calculate button is available only when member's height/weight is out of specification.

HAPR - PRT Results

PRT Application - Member Data

SSN
001-00-0001

PRT Cycle
Spring 2000

Name
CHARLIE ALPHA B

Search
Browse PRT File
Browse Personnel File
Save
Clear
Next Record
Prev Record
Delete
Close

Body Fat/Phys Info

Date of PRT
03/10/2000

Participation Status
PARTICIPANT

Sit-Reach Results
☒ Pass
☐ Fail

Age at Time of PRT
21

Calculate Performance Category

PRT Test Results and Classification

Item	Score	Category/Level
<input checked="" type="checkbox"/> Curlups	66	GOOD MEDIUM
<input checked="" type="checkbox"/> Pushups	55	GOOD MEDIUM
<input checked="" type="checkbox"/> Run/Walk	10:00	EXCELLENT MEDIUM
<input type="checkbox"/> 500 Yard Swim	: 0	
<input type="checkbox"/> 450 Meter Swim		
Overall Classification		GOOD MEDIUM

Member's PRT scores are entered on the second tab of this screen.

HAPR - FEP Data

Fitness Enhancement Program Data

SSN **334-88-8888** Name **BAKER CHARLIE D**

Date Placed in FEP **03/06/2000** Date Removed from FEP **//**

Body Fat/Phys Info | **Practice PRT Results**

Weight **150**

Height **64.0** ☒ Height/Weight Within Specification

Body Fat Computation

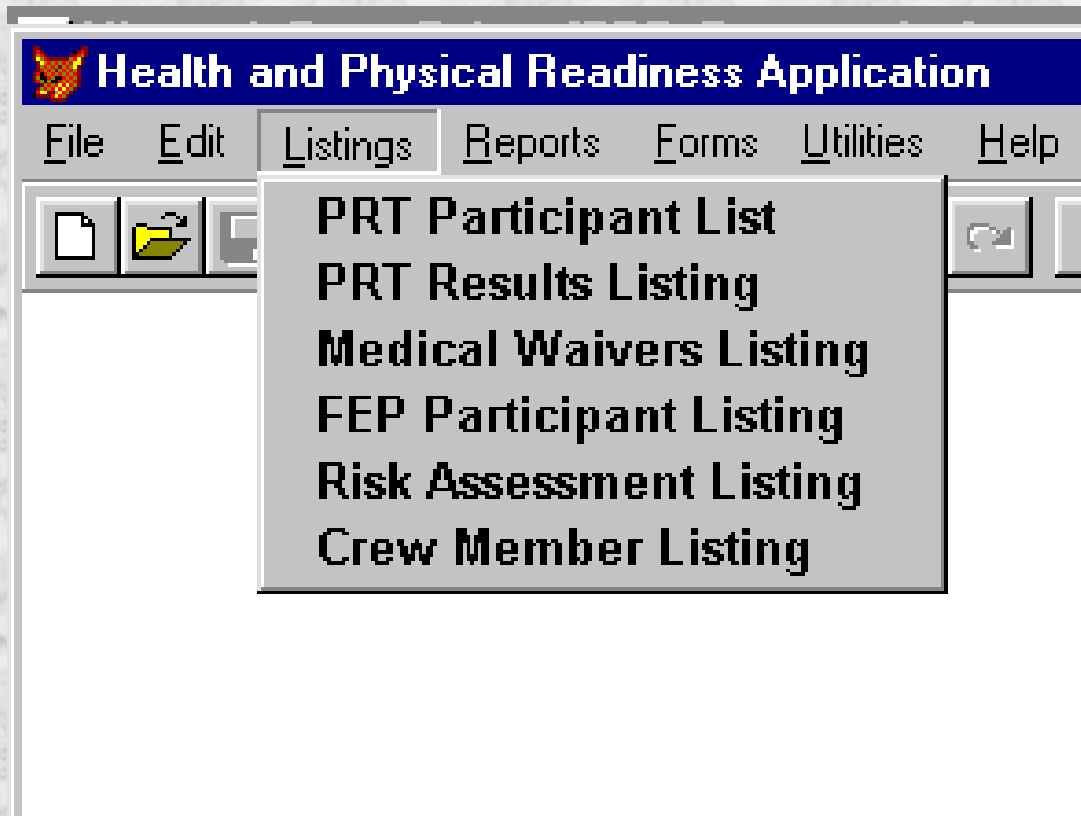
Neck **0.0** Abdomen **0.0**

Hip **0.0** Natural Waist **0.0**

Body Fat Composition **0** Date B/F Calculated **//**

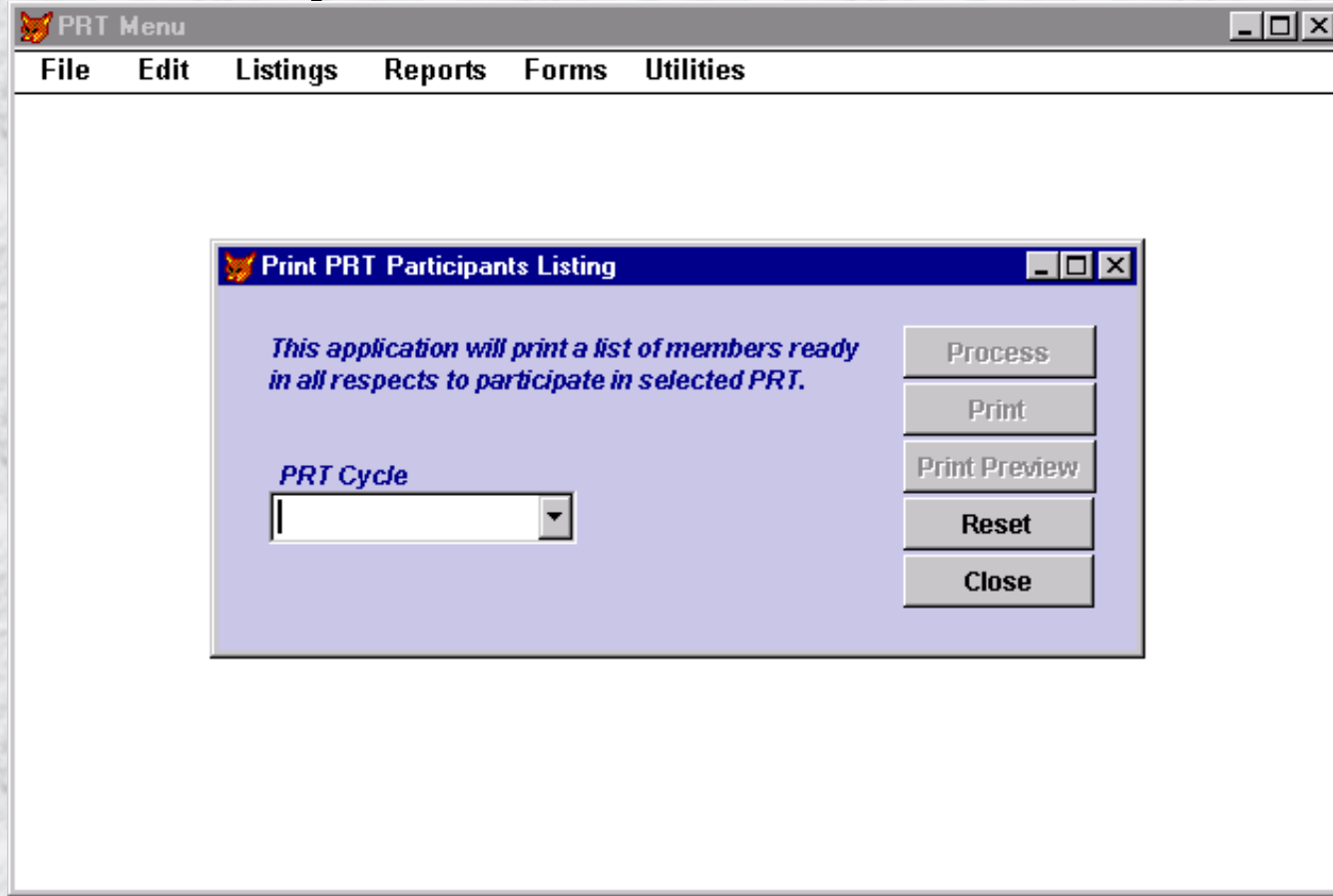
Data concerning member's participation in the FEP is entered here.

HAPR - Listings



The listings menu.

HAPR - Typical Listings Setup



The screenshot displays the HAPR software interface. The main window is titled 'PRT Menu' and features a menu bar with the following options: File, Edit, Listings, Reports, Forms, and Utilities. A dialog box titled 'Print PRT Participants Listing' is open in the center. This dialog box has a light blue background and contains the following elements:

- A message: *This application will print a list of members ready in all respects to participate in selected PRT.*
- A label: *PRT Cycle*
- A text input field with a dropdown arrow on the right side.
- A vertical stack of five buttons on the right side: Process, Print, Print Preview, Reset, and Close.

A setup screen is provided so that selection criteria can be entered.

HAPR - Sample Listing

Health and Physical Readiness Application

File Edit Listings Reports Forms Utilities Help

Print Preview

100%

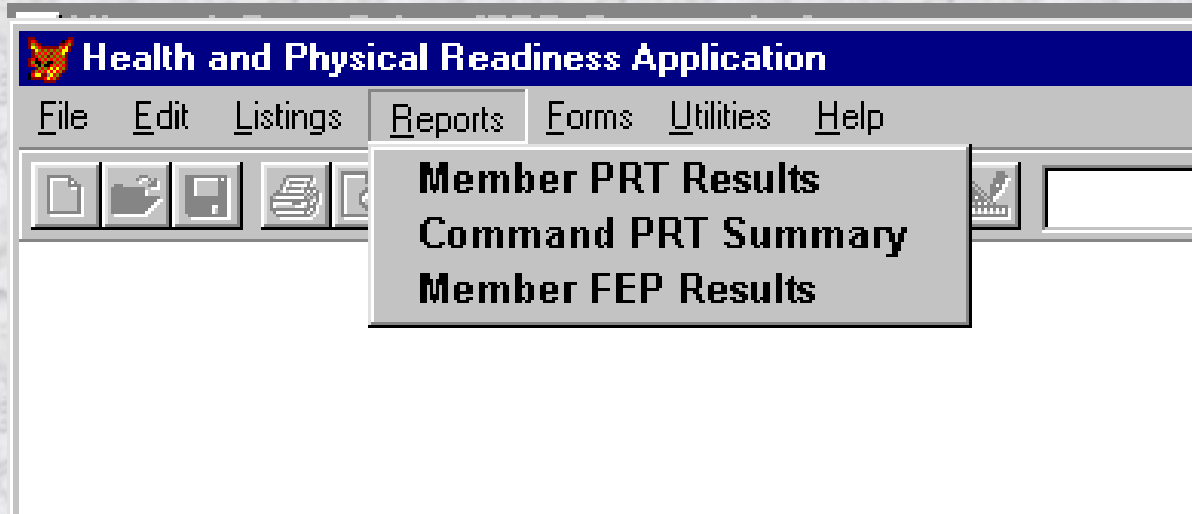
MEDICAL WAIVERS LISTING

Date: 04/13/2000 Page: 1

Name	SSN	Date of Medical Waiver	Medical Waiver Expiration Date	Events for Which Waiver Granted from Participation		
BAKER CHARLIE D	334-88-8888	03/04/2000	05/05/2000	<input checked="" type="checkbox"/> Sit-Reach	<input checked="" type="checkbox"/> Pushups	<input checked="" type="checkbox"/> Swim
				<input checked="" type="checkbox"/> Curlups	<input checked="" type="checkbox"/> Run/Walk	
MIKE KILO P	328-95-4231	04/01/2000	05/05/2000	<input checked="" type="checkbox"/> Sit-Reach	<input type="checkbox"/> Pushups	<input type="checkbox"/> Swim
				<input checked="" type="checkbox"/> Curlups	<input type="checkbox"/> Run/Walk	

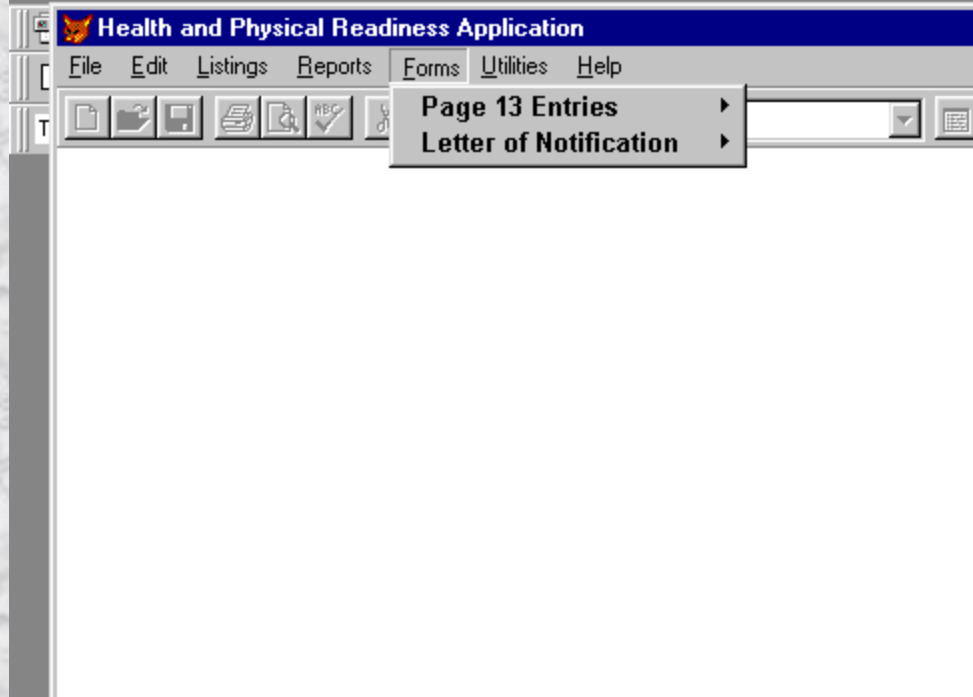
Sample listing. Most listings can be printed to the screen if desired.

HAPR - Reports



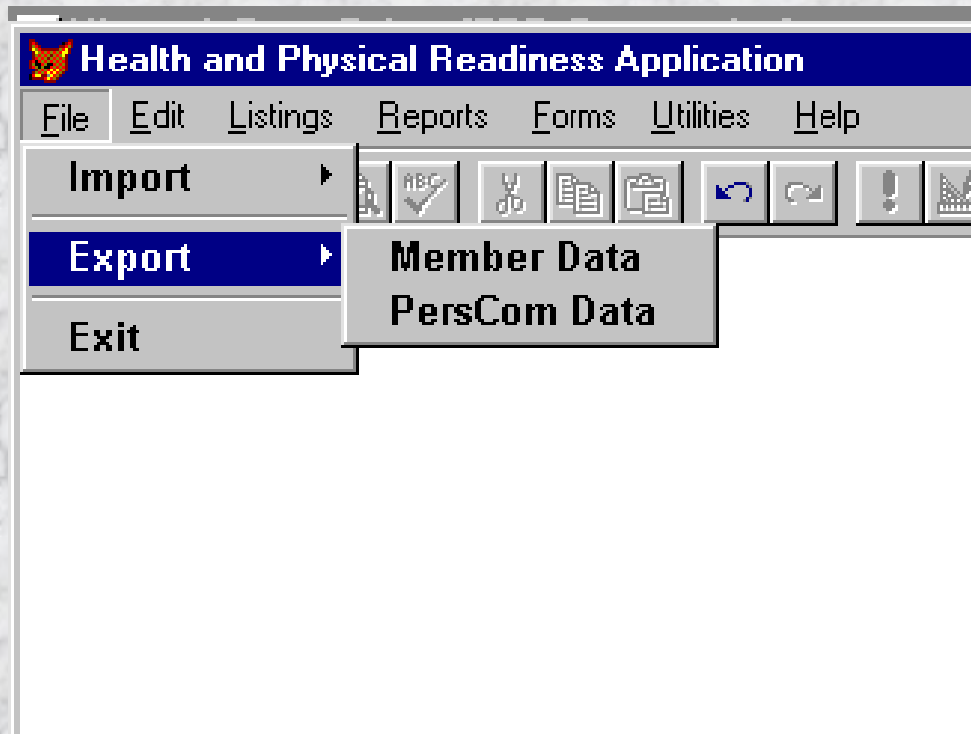
Reports
menu.

HAPR - Forms



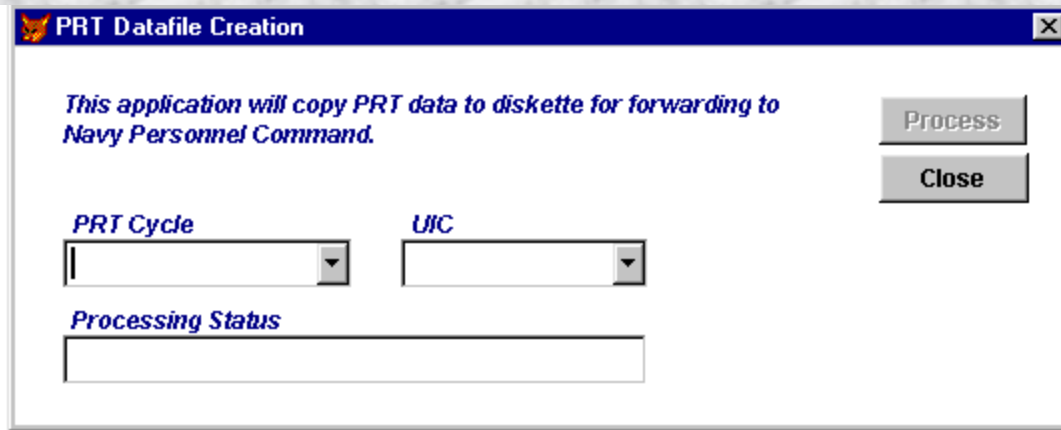
Forms menu.

HAPR - Export



Export menu. Export member data when member is detached from this command. Give floppy to member for delivery to next duty station. Export PersCom data after completion of PRT for a cycle.

HAPR - Export Setup



PRT Datafile Creation

This application will copy PRT data to diskette for forwarding to Navy Personnel Command.

PRT Cycle

UIC

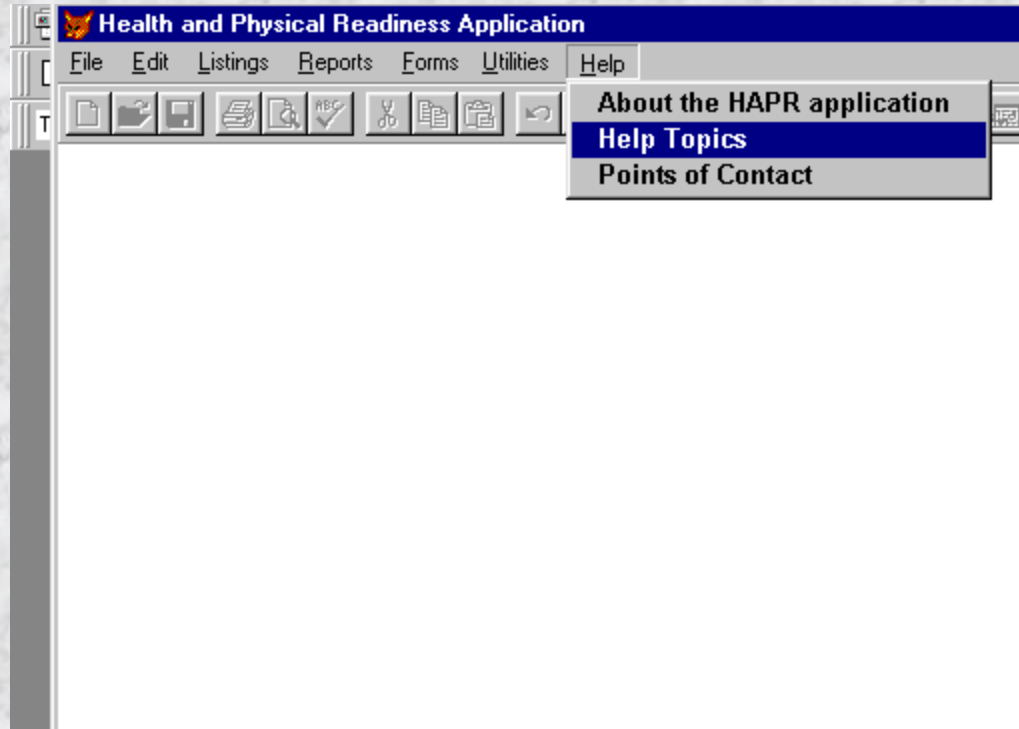
Processing Status

Process

Close

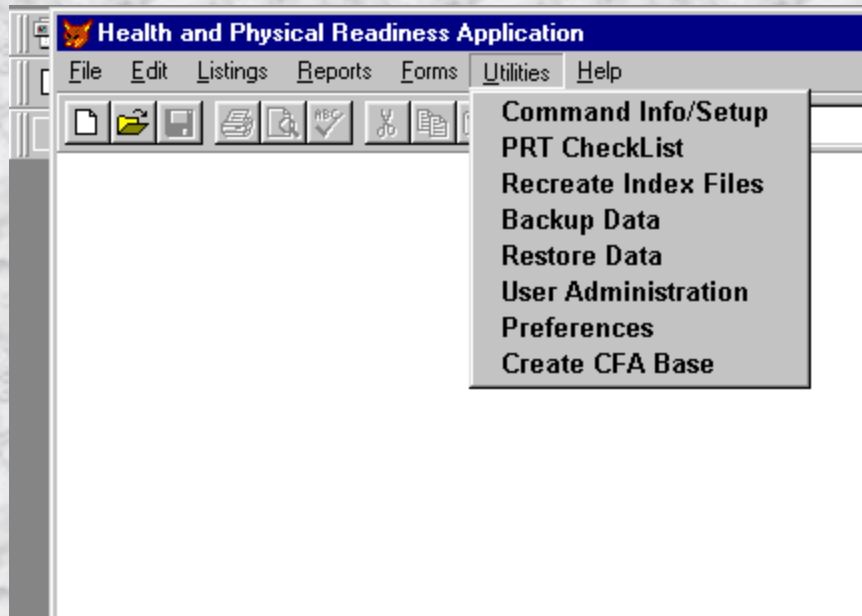
Export screen.
Select the PRT
cycle and the
UIC. Then
click Process.

HAPR - Help System



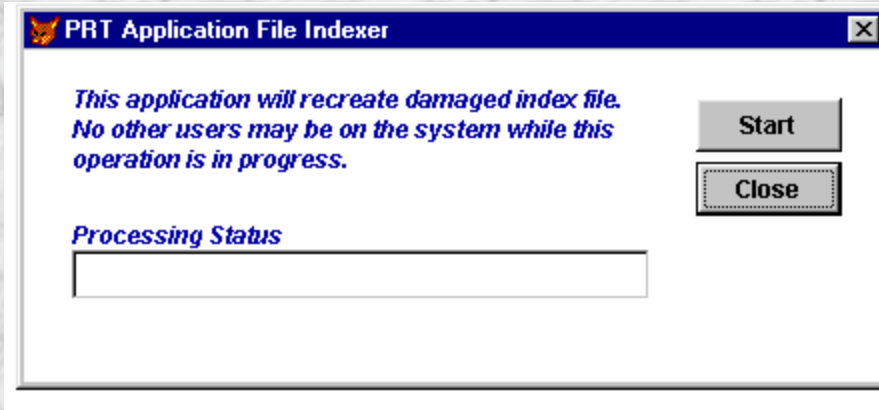
Help menu.

HAPR - Utilities



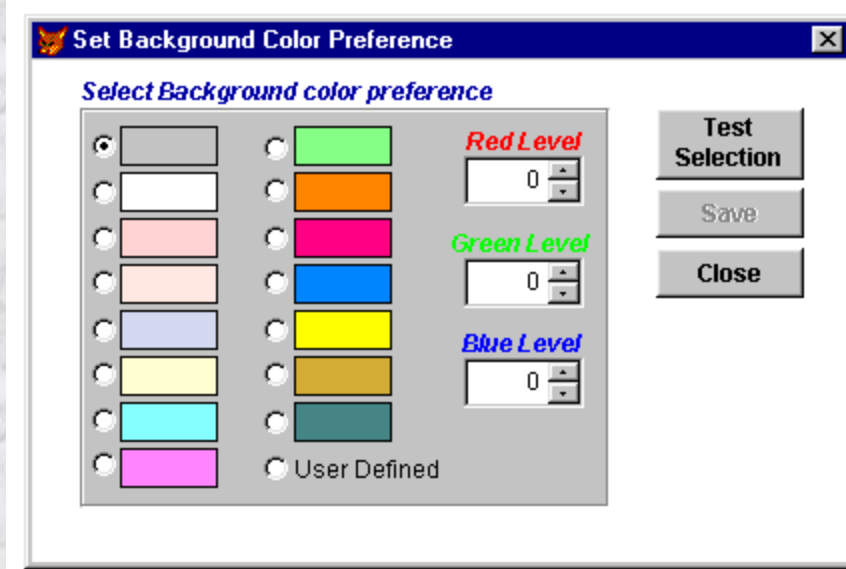
The Utilities menu.
Various routines to
recreate indexes, change
screen colors, backup
data.

HAPR - Recreate index files



Sometimes, indexes become corrupted. Use this utility to repair damaged indexes.

HAPR - User Preference



Change screen colors using this utility.